

Agenda of the Regular Meeting
Of the
Board of Directors of the
Camp Meeker Recreation and Park District

Tuesday, January 19, 2016, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that it can be correctly entered in the minutes.

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
 - 1. December 15, 2015
- B. Payment of Claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

VII. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility, 10 minutes)

- A. Report of operations for the current month.

VIII. ACTION ITEMS

- A. UPDATE: WATER METER INSTALLATION ISSUES PARCELS 075-290-018 & 075-290-023, #1 SYLVANIA HEIGHTS & #9 SYLVANIA HEIGHTS: JERRY YOST
Cathie Anderson, (5 minutes)
DESCRIPTION: Mr. Yost has requested further information regarding the installation of a meter for parcel 075-290-023 as he has received the Board's letter regarding this issue.
PROPOSED ACTION: The Board may/may not take action on this matter.

- B. RESOLUTION 2016-001 TO IMPOSE A LIEN WATER ACCOUNT 127, ESTATE OF GEORGE WENZLAFF, APNS 075-141-003 & 004, 87 & 89 CALIFORNIA,
(Cathie Anderson/Jamie Dunton, 10 minutes)

DESCRIPTION: The Board will review and discuss authorization of a lien against the estate of who George Wenzlaff died June 13, 2015. Russian River Utility and the District have not been notified of the disposition of his estate nor has any payment against the outstanding balance been received. The balance of Account 127 is \$338.53 and the account continues to be billed for water services.

PROPOSED ACTION: The Board may/may not authorize adoption of Resolution 2016-001 and authorize the Board President to sign and staff to file a lien for water services outstanding amounts against properties at 87 & 89 California, APNS 075-141-003 & 004, Estate of George Wenzlaff.

- C. PARK COMMITTEE REPORT AND REVIEW, (Anthony Tominia/Cathie Anderson, 15 minutes)

DESCRIPTION: The proposed activities and processes for functioning of the Park subcommittee will be reviewed by the Board including public communication plans.

PROPOSED ACTION: The Board may/may not take action on these matters.

- D. AUDITOR RETIREMENT AND REPLACEMENT PROCESS

(Cathie Anderson/Staff, 10 minutes)

DESCRIPTION: On January 5, 2016 Larry Johnson, CPA and District auditor, advised by email of his pending retirement on January 31, 2016. The Board will discuss this issue and going forward with the process of engaging a new auditor for the fiscal year ending June 30, 2016.

PROPOSED ACTION: Initiate the process to engage an auditor for completion of the audit for the fiscal year ended June 30, 2016.

- E. APPROVAL OF DRAFT AUDITED FINANCIAL STATEMENTS JUNE 30, 2015,

(Cathie Anderson/Staff, 15 minutes)

DESCRIPTION: The Board will review and discuss the draft of the June 30, 2015 financial statements and any issues relating thereto.

PROPOSED ACTION: The Board may/may not approve the final draft of the June 30, 2015 financial statements and direct the auditor, Larry Johnson, CPA to prepare copies of the final documents for distribution to the required public agencies, directors and for web publication. Additionally, the Board will require preparation of any adjusting entries and that Mr. Johnson provides paper copies of working documents for use by future audit firms.

- F. ELECTION OF LAFCO SPECIAL DISTRICT REPRESENTATIVE (Staff, 5 minutes)

DESCRIPTION: LAFCO is conducting an election to fill a position of Special District Representative to the Sonoma Local Agency Formation Commission. This is a four-year term of office ending May 2020. Nominees are restricted to fire protection, community services, and life support districts. All independent special Districts have the right to vote. Ballots must be submitted by February 1, 2016. All individuals nominated are representatives from fire protection Districts of various sizes.

PROPOSED ACTION: The Board will vote for a candidate for election of Special District Representative to LAFCO.

IX. DIRECTORS' REPORTS

DESCRIPTION: This item is for information reporting only. In conformance with the Brown Act, there shall be no discussion or actions taken by the Board on any such report. No public testimony shall take place. If discussion and/or action is desired, the matter may be placed on a future agenda, notice thereof duly given, and action/discussion had at the future meeting.

PROPOSED ACTION: No action or discussion to take place.

X. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

Requests for items for the agenda of the regular meetings of the Camp Meeker Recreation and Park District must be submitted to the District in writing or through the District's website.

Regular meetings are held the 3rd Tuesday of each month. The District must receive submissions no later than ten (10) calendar days before the meeting.

Submit your agenda items in writing to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419. Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

Submit your agenda items using the District's website at the following address:

http://www.campmeeker.org/wordpress/?page_id=224.

Minutes of the Regular Meeting
Of the
Board of Directors of the
Camp Meeker Recreation and Park District

Tuesday, December 15, 2015, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Lynn Watson, President, at 7:09 p.m.

II. ROLL CALL

Directors Anderson, Helfrich, Tominia and Watson were present. Director Larson was absent.

III. APPROVAL OF AGENDA

Director Helfrich requested that item B-Water Meter Installation be re-scheduled to the January meeting pending further research and review. Subsequently, a motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the agenda as revised.

Directors Anderson, Helfrich, Tominia and Watson voted yes. Director Larson was absent.

The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. November 17, 2015

As there were no corrections to the minutes of November 17, 2015, a motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the minutes of November 17, 2015 as submitted.

Directors Anderson, Helfrich, Tominia and Watson voted yes. Director Larson was absent.

The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

B. Payment of Claims

After the addition of check 1319 in the amount of \$80.94 to Camp Meeker Water System for water services, a motion was made by Gary Helfrich, seconded by Anthony Tominia to approve the following warrant requests and the checks in payment thereof by check numbers 1304-1319 (Wells Fargo Operating) and check numbers 556/557 (Bank of the West-Water). Check 1318 is void due to print error.

G2015/2016-006	Rec & Park (December 2015)	\$ 5,396.85
W2015/2016-006	Water (December 2015)	\$12,578.37

Directors Anderson, Helfrich, Tominia and Watson voted yes. Director Larson was absent.

The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

C. Journal Entry Approval

There were no journal entries beyond the monthly recurrent entries of interest and water sales.

D. Administrative and Financial Report

Ms. Doran-Girard reviewed timing of receipt tax and direct charge revenues from the County as possibly not occurring until January 2016. In the process, the Board tentatively agreed to a meeting on January 12 to discuss financial issues. Additionally, she advised that CSDA would provide AB1234 training gratis via web access only sometime in January. Information will be provided to all Board members so that their Ethics training requirements under AB1234 can be satisfied. Ms. Doran-Girard informed the Board of the progress of the 14-15 audit and related concerns. Various items of correspondence and other year-end items were discussed.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton informed the Board that the Dutch Bill augmentation was shut-off on December 9 after determining that the creek was flowing well. In the period from August 24 through December 9 16.2 acre-feet of water was diverted to the creek. The diversion did not bring the District close to its 90 acre-feet allotment and the diversion was invaluable to the health of the fish stock.

It was agreed that Mr. Dunton would arrange for the transmittal of all documents related to the Yost meter installation to District staff for review.

Director Anderson inquired regarding the collection of past due account 127 and was advised that the owner is deceased. The addition of a lien for the account was discussed.

VIII. ACTION ITEMS

A. UPDATE: DUTCH BILL CREEK FLOW AUGMENTATION

DESCRIPTION: In August 2015 the District in conjunction with National Marine Fisheries Service, California State Fish and Wildlife, Russian River Utility, and Gold Ridge Resource Conservation District initiated a program to augment the flow of Dutch Bill Creek to maintain minimum subsistence conditions for juvenile Coho salmon and steelhead in the main channel of Dutch Bill Creek for a three-month period. The Board will review the statistics and relevant information with respect to the project.

ACTION: The Board reviewed the Dutch Bill Creek augmentation via the water operator report and took no action.

B. UPDATE: WATER METER INSTALLATION ISSUES PARCELS 075-290-018 & 075-290-023, #1 SYLVANIA HEIGHTS & #9 SYLVANIA HEIGHTS: JERRY YOST

DESCRIPTION: Mr. Yost has requested further information regarding the installation of a meter for parcel 075-290-023 as he has received the Board's letter regarding this issue.

ACTION: The Board will continue research and review regarding this item subsequent to receipt of RRU files.

C. UPDATE: TOWER AND BAUMERT WATER TANK SITES SECURITY

DESCRIPTION: At the August 11 meeting, Mr. Dunton, President of Russian River Utility, the District's water operator advised the Board that an incident had occurred at the Tower water tank site whereby a distraught individual possibly intent on self-harm had climbed on the tank and had to be removed. It is his recommendation that the issue of water tank site security be addressed. Mr. Dunton advised that he is still looking for a fencing provider with appropriate insurances/licenses and with affordable pricing.

ACTION: The Board did not take action with respect to water tank security.

D. COMMUNITY INQUIRY: TANK SITE SECURITY-M/M ROBERT SILVEY

DESCRIPTION: Mr. and Mrs. Robert Silvey have asked that a chain be installed when the fencing is installed at the access to the tank site at the end of Woodland Avenue. They stated that there are ATVs and teens with trucks entering the site and the Silveys live adjacent to the site. Mr. Dunton informed the Board that the site discussed is located close to the Baumert tank; however, he was not certain that the access road referenced by the Silveys is owned by the District.

ACTION: The Board did not take further action in this regard.

E. UPDATE: DISTRICT SIGNAGE PARKING LOTS/TOW CONTRACTOR

DESCRIPTION: Director Anderson advised no updated with respect to recent issues with RV overnight parking on the basketball court and proposed posting of signage informing the public of the District's parking policy. Additionally, the Board may establish a tow contractor to remove vehicles in violation of the District's no overnight parking policy upon advice of District Counsel.

ACTION: The Board did not take further action on this issue.

IX. DIRECTORS' REPORTS

DESCRIPTION: This item is for information reporting only. In conformance with the Brown Act, there shall be no discussion or actions taken by the Board on any such report. No public testimony shall take place. If discussion and/or action is desired, the matter may be placed on a future agenda, notice thereof duly given, and action/discussion had at the future meeting.

PROPOSED ACTION: No action or discussion to take place.

Director Anderson advised that in review of various aspects of the District's finances, a discussion of an increase to water rates will be necessary.

Director Tominia advised that he has had continued difficulty contacting the County regarding the "chipper" program and that the spring may be more productive. He is developing a flyer for the Parks Committee to have a meeting that he would like to see occur in February.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Gary Helfrich and seconded by Cathie Anderson that the December meeting of the Camp Meeker Board of Directors be adjourned.

Directors Anderson, Helfrich, Tominia and Watson voted yes. Director Larson was absent.

The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2015-12-15finalminscdg-rev

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: JANUARY 19, 2016 WARRANTS AND FINANCIAL INFORMATION
DATE: JANUARY 15, 2016

Financial Statements and Warrant Detail are in the board packet following this memorandum.
Financial data is based on the District's revenues & expenses received to date.

G2015/2016-007	RP-January 2016	3,153.76
W2015/2016-007	Water-January 2016	12,987.98

Cash balances are updated from December 31 bank statements from Wells Fargo, and US Bank, plus funds received to date. The Wells Fargo Checking account is reconciled and reconciliation approved by the District's Fiscal Officer, Catherine Anderson. Other accounts are either pending receipt of statement.

Financial statements contain data available through January 14, 2016 and reflect receipt of all moneys received. The detail of the warrant requests directly is following this memo so you will be able to review individual items for each warrant request. Cash on-hand, check registers, water funds allocation, and the financial statements are placed behind the individual warrant details.

Deposits will be made to the Wells Fargo checking account, and the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment following the January 19 meeting.

The year-end 2015 tax processing, and review of draft audit information reports is in process. All items requested by Larry Johnson were provided and a discussion of the audit is an agenda item this month.

In the event that you need to contact me, you can reach me at voicemail/office 707-545-2108, email at admin@campmeeker.org or via cell phone 707-696-2876.



Vendor	G/L Acct	Amount	Explanation
Anderson, Cathie	5010	30.00	Dir Stipend-January 2016
Valery Larson	5010	30.00	Dir Stipend-January 2016
Doran-Girard, Cheryl	5520	502.13	Consulting-December/January
Doran-Girard, Cheryl	5555	834.75	Consulting-December/January
Doran-Girard, Cheryl	5556	750.00	Consulting-December/January
Doran-Girard, Cheryl	5410	39.94	Supplies
Perry Johnson	5550	30.00	General Legal
Perry Johnson	5550	180.00	St. Dorothy's
Lynn Watson	5010	30.00	Dir Stipend-January 2016
PGE	5594	85.56	Electric Service
Fedex Office	5426	13.81	Printing
US Bank	5416	149.00	Software Lease
US Bank	5101	46.01	ATT-Anderson Hall Phone
US Bank	5105	19.98	Web Maint Contract Inc. ISP
US Bank	5101	50.00	Pay Phone/Post Office
US Bank	5101	35.84	Verizon District Phone
American Express	5405	14.78	Misc-Postage & Supplies A. Hall
CM Water System	5592	85.08	Water Services
Larry Johnson, CPA	5555	0.00	6/30/2015 Audit 2nd Pmt
Soft Trac LLC	5420	226.88	Software Training
Total		3,153.76	

DIRECTOR APPROVAL:

DATE: 1/19/2016

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	502.12	Consulting-November/December
Doran-Girard, Cheryl	5556	750.00	Consulting-November/December
Doran-Girard, Cheryl	5555	834.75	Consulting-November/December
Doran-Girard, Cheryl	5410	39.95	Office Supplies
State Wtr Resources	5587	2,214.00	Small Wtr System Fee-Annl
Russian River Utility	5515	8,145.38	Contract Services
Russian River Utility	5594	62.13	Electric Service
Larry Johnson, CPA	5555	0.00	6/30/2015 Audit 2nd Pmt
US Bank	5416	168.97	Accting Software/Web Maint
Soft Trac LLC	5420	226.87	Software Training
Fedex Office	5426	13.81	Printing
Perry Johnson	5550	30.00	Legal Services
Total		12,987.98	

DIRECTOR APPROVAL:

DATE: 1/19/16

[illegible]

Camp Meeker Recreation & Parks District

Check/Voucher Register - Current
1010 - Cash In Wells Fargo Bank-Operating
From 12/16/2015 Through 1/19/2016

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1320	System Generated Check/Vo...	American Express	1/19/2016	14.78
1321	System Generated Check/Vo...	Camp Meeker Wa...	1/19/2016	85.08
1322	System Generated Check/Vo...	Cheryl Doran-Girard	1/19/2016	4,253.64
1323	System Generated Check/Vo...	Fedex Office	1/19/2016	27.62
1324	System Generated Check/Vo...	P G & E	1/19/2016	85.56
1325	System Generated Check/Vo...	Perry Johnson An...	1/19/2016	240.00
1326	System Generated Check/Vo...	Russian River Utility	1/19/2016	0.00
1327	System Generated Check/Vo...	Soft Trac LLC	1/19/2016	453.75
1328	System Generated Check/Vo...	State Water Reso...	1/19/2016	2,214.00
1329	System Generated Check/Vo...	US Bank	1/19/2016	469.80
1330	Direct Charge Receipts Tran...	Camp Meeker Rec...	1/19/2016	58,803.51
1331	Direct Charge Transfers -US...	Camp Meeker Rec...	1/19/2016	12,044.09
1332	Director Stipend --January 2...	Cathie Anderson	1/19/2016	30.00
1333	Director Stipend --January 2...	Valery Larson	1/19/2016	30.00
1334	Director Stipend--January 2...	Lynn Watson	1/19/2016	30.00
1335	System Generated Check/Vo...	Russian River Utility	1/19/2016	0.00
1336	System Generated Check/Vo...	Russian River Utility	1/19/2016	8,207.51
Total 1010 - Cash In Wells Fargo Bank-Operating				86,989.34

Void Checks: 1326/1335

Transfer Direct Charges = (70,847.60)

Total Operating Checks Written 16,141.74

Camp Meeker Recreation & Parks District

Check/Voucher Register - Current
1030 - Cash in Bank of the West-Water
From 12/16/2015 Through 1/19/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
560	Transfer December Water R...	Camp Meeker Rec...	1/19/2016	6,600.00
561	Transfer December Water R...	Camp Meeker Rec...	1/19/2016	<u>14,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		21,000.00

Camp Meeker Recreation & Parks District

Check/Voucher Register - Current
1035 - Clearing Account-Water Receipts
From 12/16/2015 Through 1/19/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
561	Transfer December Water R...	Camp Meeker Rec...	1/19/2016	<u>(14,400.00)</u>
		Total 1035 - Clearing Account-Water Receipts		(14,400.00)

Camp Meeker Recreation & Parks District

Check/Voucher Register - Current

1040 - Cash in US Bank-Rental Deposits/PayPal

From 12/16/2015 Through 1/19/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1019	Deposit Refund Kymm Wilso...		1/14/2016	<u>100.00</u>
	Total 1040 - Cash in US Bank-Rental Deposits/PayPal			100.00
				<u> </u>
Report Total				93,689.34
				<u> </u>

Camp Meeker Recreation & Parks District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

From 7/1/2015 Through 6/30/2016

(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
Revenue				
4001	Property Taxes-CY Secured	50,500	35,759	14,741
4040	Property Taxes-CY Unsecured	0	2,095	(2,095)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(100)	(40)	(60)
4101	Interest Pooled Cash -Sonoma County	15	1	14
4210	Rental Fees-Anderson Hall	7,000	2,410	4,590
4215	Rental Fees-Other	1,727	1,012	715
4220	State-Home Owner Property Tax Relief	215	0	215
4290	Miscellaneous Revenues	0	248	(248)
4295	Grant Revenue	<u>3,000</u>	<u>1,500</u>	<u>1,500</u>
	Total Revenue	<u>62,357</u>	<u>42,986</u>	<u>19,371</u>
Expenditures				
5010	Director Stipend	1,080	630	450
5017	Worker Compensation Insurance	500	0	500
5101	Communications-Telephone	982	891	91
5105	Communications-ISP Website	60	60	0
5110	Communications-Website Other	0	97	(97)
5184	Janitorial Supplies	375	110	265
5185	Janitorial Services	1,300	830	470
5210	Insurance-Property & Liability	2,240	0	2,240
5301	Maintenance-Beach and Parks	540	0	540
5302	Maintenance-Bldgs & Improvements	500	0	500
5401	Memberships	150	75	76
5402	Marketing	400	0	400
5405	Miscellaneous	850	825	25
5410	Office Supplies	825	388	437
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,788	2,092	(304)
5420	Training-Administrative	200	326	(126)
5425	Postage	150	73	77
5426	Printing Services	1,275	132	1,143
5427	Supplies	750	77	673
5428	Food	280	249	31
5501	Professional Fees-Web	1,025	375	650
5520	Administrative Services	8,000	4,291	3,709
5530	Community Events	400	0	400
5535	Event Promotion/Advertising	1,400	0	1,400
5540	LAFCO Charges	134	0	134
5550	Legal Services	9,000	1,806	7,194
5555	Professional Services-Auditor	4,000	9,191	(5,191)
5556	Professional Services-Accounting	10,800	6,261	4,539
5560	Professional Fees-Other	1,500	0	1,500
5570	Service Fee-PayPal	225	13	212
5571	Late Fees	0	37	(37)
5575	Bank Service Fees	30	(23)	53
5576	Property Tax Administration Fee	750	0	750
5580	Elections Cost	2,263	0	2,263
5590	Gas and Oil	900	244	656
5591	Equipment Rentals	300	113	187
5592	Water and Sewer	1,075	2,398	(1,323)

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
5594	Utilities	1,300	588	712
8511	Maintenance & Repair	0	882	(882)
8516	Maintenance & Repair	2,000	0	2,000
8565	Equipment 2	2,650	0	2,650
9001	Contingency	<u>110</u>	<u>0</u>	<u>110</u>
	Total Expenditures	<u>62,407</u>	<u>33,029</u>	<u>29,378</u>
	Excess of Income Over (Under) Expense	<u>(50)</u>	<u>9,957</u>	<u>(10,007)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
Revenue				
4010	Direct Charges-Current Year	122,000	69,956	52,044
4061	Direct Charges -Prior Year	0	1,957	(1,957)
4101	Interest Pooled Cash -Sonoma County	0	3	(3)
4110	Interest Earned-Wells Fargo Bank	300	0	300
4310	Sales of Water-Residential	213,000	88,437	124,563
4625	Transfers-Within Fund In	48,500	0	48,500
	Total Revenue	<u>383,800</u>	<u>160,352</u>	<u>223,448</u>
Expenditures				
5101	Communications-Telephone	432	0	432
5105	Communications-ISP Website	60	60	0
5110	Communications-Website Other	0	97	(97)
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	3,900	0	3,900
5401	Memberships	125	75	51
5405	Miscellaneous	100	107	(7)
5410	Office Supplies	750	374	376
5415	Office Operations	175	0	175
5416	Lease-Accounting Software	1,788	2,092	(304)
5420	Training-Administrative	300	326	(26)
5425	Postage	125	43	82
5426	Printing Services	650	141	509
5501	Professional Fees-Web	250	307	(57)
5515	Contract Services-Water Operations	118,008	53,886	64,122
5520	Administrative Services	13,000	5,173	7,827
5540	LAFCO Charges	618	0	618
5550	Legal Services	7,500	3,187	4,313
5555	Professional Services-Auditor	9,600	8,078	1,522
5556	Professional Services-Accounting	8,000	5,741	2,259
5560	Professional Fees-Other	1,198	0	1,198
5565	Fiscal Agent Fees	200	0	200
5575	Bank Service Fees	25	23	3
5576	Property Tax Administration Fee	0	1,068	(1,068)
5580	Elections Cost	2,663	0	2,663
5585	Public/Legal Notices	500	302	198
5587	Water System Fees-State	2,500	2,369	131
5591	Equipment Rentals	0	35	(35)
5594	Utilities	3,750	2,108	1,642
5595	Waste Removal	0	498	(498)
8511	Maintenance & Repair	0	882	(882)
8516	Maintenance & Repair	5,000	0	5,000
8625	Tfr Within Fnd-Out	202,400	70,848	131,552
	Total Expenditures	<u>383,767</u>	<u>157,821</u>	<u>225,946</u>
	Excess of Income Over (Under) Expense	<u>33</u>	<u>2,531</u>	<u>(2,498)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	1,600	166	1,434
4625	Transfers-Within Fund In	<u>5,000</u>	<u>1,500</u>	<u>3,500</u>
	Total Revenue	<u>6,600</u>	<u>1,666</u>	<u>4,934</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>50,300</u>	<u>2,000</u>	<u>48,300</u>
	Total Expenditures	<u>50,300</u>	<u>2,000</u>	<u>48,300</u>
	Excess of Income Over (Under) Expense	<u>(43,700)</u>	<u>(334)</u>	<u>(43,366)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	100	103	(3)
	Total Revenue	<u>100</u>	<u>103</u>	<u>(3)</u>
	Expenditures			
7910	Long Term Debt-Principal	16,674	38,893	(22,219)
7911	Long Term Debt-Interest	80,404	8,645	71,759
	Total Expenditures	<u>97,078</u>	<u>47,539</u>	<u>49,539</u>
	Excess of Income Over (Under) Expense	<u>(96,978)</u>	<u>(47,436)</u>	<u>(49,542)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	200	170	30
	Total Revenue	<u>200</u>	<u>170</u>	<u>30</u>
	Excess of Income Over (Under) Expense	<u>200</u>	<u>170</u>	<u>30</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4625	Transfers-Within Fund In	<u>95,140</u>	<u>30,344</u>	<u>64,796</u>
	Total Revenue	<u>95,140</u>	<u>30,344</u>	<u>64,796</u>
	Expenditures			
7910	Long Term Debt-Principal	31,000	31,000	0
7911	Long Term Debt-Interest	62,676	31,690	30,986
8625	Tfr Within Fnd-Out	<u>0</u>	<u>24,400</u>	<u>(24,400)</u>
	Total Expenditures	<u>93,676</u>	<u>87,090</u>	<u>6,586</u>
	Excess of Income Over (Under) Expense	<u>1,464</u>	<u>(56,746)</u>	<u>58,210</u>

RUSSIAN RIVER UTILITY
PO BOX 730
FORESTVILLE, CA 95436
707-887-7735

January 7, 2016

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 4, 6, 13, 15, 22, 31, 49, 50, 59, 62, 69, 72, 80, 92, 105, 114, 115, 118, 120, 121, 122, 124, 125, 126, 150, 151, 158, 164, 190, 194, 198, 203, 208, 212, 219, 222, 226, 240, 245, 252, 262, 269, 278, 304, 305, 307, 315, 317, 320, 321, 322, 323, 330, 342, 350, 358, 362, 365, 366, and 367:** Past due notices will be sent on January 25 and lock off will be scheduled for February 8, 2106.
- **Accounts 19, 60, 107, 111, 133, 140, 152, 171, 185, 220, 227, 295, 339, and 355:** Payments are on the way or waiting to be deposited.
- **Account 127:** Lien?
- **Account 161:** This account will be locked off on January 11, 2016, pending receipt of payment.
- **Accounts 89, 132 and 342:** Payment was received January 7, 2016.

CAMP MEEKER RECREATION AND PARK DISTRICT							
PAST DUE REPORT					Jan-16		
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
4	87.25	103.31			208.00	12/18/15	190.56
6	46.77	37.76			200.00	12/8/15	84.53
13	49.32	47.96			48.92	11/13/15	97.28
15	46.05	44.58			108.85	11/17/15	90.63
19	68.70	48.31	42.11		100.00	11/13/15	159.12
22	48.64	37.51			101.23	11/4/15	86.15
31	42.21	42.10	2.00		40.00	12/8/15	86.31
44	41.19	2.14			40.00	12/15/15	43.33
49	50.64	40.82			41.88	11/19/15	91.46
50	54.60	103.51			110.00	12/8/15	158.11
59	44.13	40.92			41.30	11/17/15	85.05
60	75.73	47.29	47.40		83.55	10/30/15	170.42
61	40.00	0.52			40.00	12/21/15	40.52
62	42.02	40.00			58.20	11/24/15	82.02
67	42.34	4.86			25.00	12/15/15	47.20
69	51.73	59.45			136.35	12/8/15	111.18
72	42.96	40.00	0.40		86.29	11/19/15	83.36
80	43.68	40.01			45.00	12/8/15	83.69
89	50.66	46.88			97.52	11/13/15	97.54
92	47.21	48.10			46.79	12/15/15	95.31
105	43.34	35.97			100.05	11/4/15	79.31
107	69.65	66.89	62.94		62.98	10/22/15	199.48
111	50.22	46.19	45.19	40.17	145.00	9/25/15	181.77
114	51.89	46.94			94.30	11/23/15	98.83
115	42.06	40.04			40.10	11/17/15	82.10
118	65.99	80.68			73.25	11/17/15	146.67
120	43.51	41.02			104.60	11/17/15	84.53
121	46.88	43.18			44.04	11/17/15	90.06
122	42.06	41.16			40.24	11/17/15	83.22
124	42.69	41.00			40.76	11/17/15	83.69
125	42.00	40.00			40.00	11/17/15	82.00
126	45.31	48.54			46.16	11/17/15	93.85
127	54.22	51.63	49.18	183.50	89.78	9/19/14	338.53
132	44.33	42.92			85.74	11/13/15	87.25
133	48.08	47.12	42.00		46.00	12/16/15	137.20
140	54.89	57.43	25.31		150.00	12/8/15	137.63
150	45.96	43.81	3.36		42.40	11/24/15	93.13
151	85.55	86.94			93.84	12/8/15	172.49
152	51.14	47.26	26.32		30.00	12/1/15	124.72
158	43.21	40.92			148.75	11/17/15	84.13
161	51.49	49.95	47.88	73.20	100.00	8/26/15	222.52
164	42.00	40.00			42.11	11/24/15	82.00
174	89.49	72.09	66.70		136.45	10/30/15	228.28
179	40.15	3.02			204.28	9/25/15	43.17
185	49.78	47.27	43.09		80.00	11/4/15	140.14
190	48.09	45.80			82.00	11/13/15	93.89
194	44.94	45.14			33.34	12/1/15	90.08
198	45.97	46.06	2.12		43.84	12/8/15	94.15
203	54.22	54.36			60.00	11/23/15	108.58
208	43.75	48.26			88.30	12/8/15	92.01
212	56.25	39.35			95.23	10/19/15	95.60

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
219	50.74	47.55			200.00	11/13/15	98.29
220	92.19	82.87	78.85		240.00	10/22/15	253.91
222	69.96	76.63			148.92	10/30/15	146.59
224	44.47	78.43	45.88		85.11	11/10/15	168.78
226	46.12	50.09			81.47	12/18/15	96.21
227	46.88	44.86	49.22		92.03	11/19/15	140.96
240	44.59	43.48			42.66	11/17/15	88.07
244	47.20	7.26			100.00	10/27/15	54.46
245	44.54	42.00			44.92	11/23/15	86.54
252	49.11	47.08	0.30		76.55	12/1/15	96.49
262	47.16	46.82			98.97	12/15/15	93.98
269	45.44	43.52	1.99		72.75	12/1/15	90.95
270	48.51	5.05			150.00	10/14/15	53.56
278	42.00	40.00			35.90	11/13/15	82.00
287	40.53	2.10			42.15	12/28/15	42.63
291	44.54	0.24			47.00	12/24/15	44.78
295	44.38	42.32	45.18		140.00	11/19/15	131.88
304	43.72	41.98			41.80	12/1/15	85.70
305	45.60	44.44			44.64	11/17/15	90.04
307	48.42	47.64			53.88	11/13/15	96.06
315	43.44	40.88			86.72	10/22/15	84.32
317	51.60	46.30			98.64	10/27/15	97.90
320	48.80	40.00			40.10	11/19/15	88.80
321	45.45	45.74			44.02	12/8/15	91.19
322	47.06	43.56			110.00	12/15/15	90.62
323	67.25	65.08			207.26	11/10/15	132.33
330	44.71	42.64			45.74	12/1/15	87.35
334	40.00	0.08			120.04	10/19/15	40.08
339	46.05	43.86	41.77	35.33	125.00	9/25/15	167.01
342	82.22	97.82	203.76		516.74	11/13/15	383.80
350	70.08	73.68	3.69		73.71	12/8/15	147.45
355	84.55	49.80	27.55		65.00	12/1/15	161.90
358	48.15	46.10			120.00	12/15/15	94.25
362	48.75	47.78			46.26	11/23/15	96.53
365	71.23	68.24			68.04	11/17/15	139.47
366	43.46	44.76			40.00	11/17/15	88.22
367	47.70	44.87			42.96	12/15/15	92.57
	4,511.54	4,032.52	1004.19	332.2			9,880.45
			BILLING REGISTER INFORMATION 1/31/15				
			WATER	\$1,878.85	CURRENT CHARGES		\$16,786.89
			SVC CHG	\$14,515.00	PAST DUE		\$1,898.84
			FIRE SVC	\$60.00	OVERPAY/PREPAY		-\$12,701.51
			RECONN	\$35.00			
			ADJ	-\$4.10			
			LATE CHGS*	\$292.14	TOTAL RECEIVABLES		\$5,984.22
			Total Receivables		22,260.40		
			Accounts Listed		88		

RESOLUTION NO. 2016-001

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION AND PARK DISTRICT
AUTHORIZING THE RECORDATION OF A LIEN.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT:

WHEREAS, water services in the amount of \$338.53 have been provided for the benefit of APNS 075-141-003 & 004, commonly known as 87 & 89 California Street, Camp Meeker, California, and remain unpaid after the death of the property owner numerous attempts of locate a representative of the Estate of the property owner(s) George Wenzlaff of said parcel, and

WHEREAS, the District bill for water or other services has been delinquent for more than 60 days and the District Manager has mailed a written notice of delinquency by first class mail to the property owners listed on the latest county tax roll, and posted on the property in a conspicuous place, at least 20 days prior to this District meeting at which a determination is to be made as to the recording of a lien for the delinquency as required by the District Water Code.

WHEREAS, the District has held a hearing, received any written and oral statements of the property owner or other interested person and is ready to make a determination as to whether to record a lien against the property for the delinquency.

WHEREAS, as a matter of public interest and necessity and pursuant to California Water Code Sections 31701, et seq. the District Water Code Sections 3.9 and 4.0, the District may impose a lien upon said owners' property to insure collection of the amounts due;

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

Payments for services to the Estate of George Wenzlaff are more than 60 days in arrears; and,

District Staff is hereby instructed to record a Certificate of Lien against all real properties owned by the Estate of George Wenzlaff, at the Sonoma County Recorder's Office consistent with the terms of the District Water Code and the Water Code of the State of California.

Following recordation, a copy of the recorded Certificate of Lien shall be mailed by first class mail to the property owner(s) at the address listed on the latest county tax roll.

.....

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the CAMP MEEKER RECREATION AND PARK DISTRICT, Sonoma County, California, at a meeting held on January 19, 2016, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Catherine J. Anderson, Secretary/Treasurer

APPROVED:

Lynn E. Watson, President, Board of Directors

NO FEE
Gov't Code 27383

WHEN RECORDED MAIL TO:
CAMP MEEKER
RECREATION AND PARK DISTRICT
P O BOX 461
CAMP MEEKER, CA 95419

LIEN FOR DELINQUENT AND UNPAID CHARGES

NOTICE IS HEREBY GIVEN that Camp Meeker Recreation and Park District, exercising the powers of a county water district under California Public Resources Code section 5786.7(b), with its principal office in the County of Sonoma, State of California, has a lien pursuant to section 31701.7 of the California Water Code and section 3.9 of the Camp Meeker Recreation and Park District Water Code on the real property described below, owned by the Estate of George Wenzlaff, who is/are the person(s) liable for such delinquent and unpaid charges.

\$338.53 Delinquent and Unpaid Charges for the period beginning June 2015 and continuing.

\$ _____ Interest

\$ _____ Penalties

\$ _____ TOTAL AMOUNT OWING TO DATE

The property against which this amount has been assessed, and which the lien is imposed upon is commonly referred to as: 87 & 89 California, Camp Meeker, CA
APN 075-141-003 & 075-141-004

To secure payment of said amounts, Camp Meeker Recreation and Park District, whose mailing address is P O Box 461, Camp Meeker, California 95419, as the Trustee authorized by the Camp Meeker Recreation and Park District to enforce said lien by private sale of the property in accordance with the Water Code, Civil Code and all applicable provisions of the law of the State of California, as the same may be amended from time to time.

Date: _____ CAMP MEEKER RECREATION & PARK DISTRICT

By: _____
_____, President
Camp Meeker Recreation and Park District

From: Larry D Johnson <larry@larrydjohnsoncpa.com>
Subject: Audit
Date: January 5, 2016 2:27:15 PM PST
To: "Cheryl Girard (doran-girard@sbcglobal.net)" <doran-girard@sbcglobal.net>

Hi Cheryl. We need to wrap this up. FYI, I am retiring 1/31/16. Larry



P.O. Box 461 Camp Meeker, California 95419-0461
Telephone: 707-874-9246

Email: admin@campmeeker.org

January 14, 2016

Larry Johnson, CPA
3402 Mendocino Avenue
Santa Rosa, CA 95403

Dear Larry,

Cheryl has advised that you will be retiring on January 31, 2016. As Secretary/Treasurer of the Camp Meeker Recreation and Park District Board, I am concerned about the June 30, 2015 audited financial statements and the documentation that will be needed for a future audit services provider.

I want to present the Board with the draft for 2015 on January 19; and, therefore will require that the appropriate documents be included in the monthly Board information packet. Please supply the draft to Cheryl electronically by Thursday, January 14, 2016 to be included in our information. The Board will review and advise our findings on January 20 so that the final audited documents can be prepared and transmitted to the District before January 31.

In addition, the Board will require paper copies of your workpapers for the past two audits prior to your retirement date so that we can proceed with obtaining estimates and the engagement of an auditor.

Best wishes in your retirement.

Yours truly,

CATHERINE J. ANDERSON
Secretary/Treasurer

CC: Lynn Watson, President

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

Date: December 10, 2015
To: All Independent Special Districts
Subject: Election of Special District Representative Class I

The purpose of this letter is to inform you about the accompanying materials associated with an election to fill a position of Special District Representative to the Sonoma Local Agency Formation Commission (Sonoma LAFCO). This is a four-year term of office ending May 2020. As a result of an earlier notification by Sonoma LAFCO to special districts, four nominations were submitted by the November 24, 2015, deadline. Nominations for this position (Class I) were restricted to board members of fire protection, community services, and life support districts. All independent special districts have the right to vote.

The election process requires that Sonoma LAFCO send to each district copies of all nominations received by the established deadline, a ballot and certification form, and voting instructions. In addition to these documents, I have included a stamped envelope for you to use to return the certified ballot.

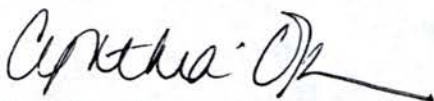
All ballots should be returned to the LAFCO office by February 1, 2016. Ballots received by the deadline date will be counted and the results announced within seven days.

Please note that ballots representing a majority of the districts must be received by the deadline date for the election to be considered valid. In the event a majority of districts have not cast ballots by the deadline, Sonoma LAFCO will extend the deadline date by 60 days to allow those districts that have not returned a ballot to do so.

On behalf of the Commission, I urge your district to participate in this election for special district representation to Sonoma LAFCO and to return the ballot by the February 1 deadline.

If you have any questions or need additional information, please contact me at 565-2587.

Sincerely,



Cynthia Olson
Clerk to the Commission



SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

SPECIAL DISTRICT REPRESENTATIVE CLASS I APPLICATION FORM

This application has been designed to provide pertinent information about each candidate applying for the position of Class I Special District Representative to LAFCO. Please read the application carefully and type or print your responses. Feel welcome to attach additional sheets if necessary.

Note: Class I districts include fire protection, community services, and life support districts.

Date Application Submitted: 11/4/2015

Name: Albert P. Giordano

Address: 1330 Wilson Road, Cloverdale

Home Phone: (707) 894-3745

Cell: _____

Work: _____

Name of District You Represent: Cloverdale Fire Protection District

Date of Most Current Appointment or Election: 2014

Date Term Expires: 2018

Total Years with District: 18

Indicate Involvement in Other Agencies/Special Districts:

Please see Attachment

Total Years Associated with Government/ Community Service: 52 years

List Community Service Activities including Names of Organizations and Dates of Service:

Please see Attachment

Have you attended LAFCO meetings? If so, when?

Almost all meetings from 2005 to present.

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

I want to continue to serve on the Sonoma County Local Agency Formation Commission (SCLAFCO), and to assist with the normal progression of development in the county. My extensive background with LAFCO and with city and special district government, will allow me to view proposals from a broader perspective. I believe that I would continue to be an asset to the commission.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

In my opinion, the purpose of LAFCO is to provide an orderly process for annexations, city formations and establishment of special districts. To ensure that the services necessary to support these annexations, city formations and special districts needs will be in place to provide an open forum for review of issues by all interested parties..

Other Agencies/Special District Involvement

North Sonoma County District Hospital 2003-2012

- Finance & Budget Committee

Napa County Grand Jury 1995-1996

West Contra Costa County Sanitary District 1978-1995

- Day Shift Supervisor
- Developed Operations Manual

City Of Oakland Fire Department 1958-1973

- Company Officer
- Budget Committee
- Instructor

List Community Service Activities including Names of Organizations and Dates of Service

Sonoma County Fire Districts Association 2003-Present

Past President

Sonoma County Chapter of American Red Cross 1997-2012

Volunteer Manager of Disaster Assessment

Russian River Watershed Council 20001-2010

The Italian-American Cultural Foundation (of the East Bay) 1990-Present

President (2003-Preent)

Chairman of the Board (1990-2003)

RESUME

City of Oakland Fire Department

Production Manager Art Rattan Company of California

Supervisor West Contra Costa Sanitary District

Owner operator and wine maker of San Pietro Vineyard and Wine Company, Napa County

Napa County Grand Jury 1995-1996

Member of the Board of Directors of the Cloverdale Fire Protection District 1997 to present (currently the President of the Board)

Former Volunteer Disaster Assessment Function Manager with the American Red Cross of Sonoma County

Former member of the Finance and Budget Committee of the North Sonoma County Hospital District

President of the Italian-American Cultural Foundation of the East Bay

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

SPECIAL DISTRICT REPRESENTATIVE CLASS I APPLICATION FORM

This application has been designed to provide pertinent information about each candidate applying for the position of Class I Special District Representative to LAFCO. Please read the application carefully and type or print your responses. Feel welcome to attach additional sheets if necessary.

Note: Class I districts include fire protection, community services, and life support districts.

Date Application Submitted: 11/10/2015
Name: Steven Klick
Address: 9145 Windsor Road, Windsor, CA 95492
Home Phone: 707-478-1349 Cell: 707-478-1349 Work: 707-838-3027
Name of District You Represent: Windsor Fire Protection District
Date of Most Current Appointment or Election: Dec 2014
Date Term Expires: Dec 2018 Total Years with District: 1

Indicate Involvement in Other Agencies/Special Districts:

None

Total Years Associated with Government/ Community Service: 3

List Community Service Activities including Names of Organizations and Dates of Service:

Rotary Club of Windsor, joined May 2013

Sonoma County Alliance - Joined 2015

Have you attended LAFCO meetings? If so, when?

No

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I want to serve the residents of Sonoma County. My scientific background and unique blend of experience could serve LAFCO well by providing an in depth analysis of each issue before LAFCO. As districts evolve with increased population I think options presented need to be looked at in great detail for longer term implications of decisions, some could be detrimental to some parties. In depth analysis and problem solving of very complex issues is something I do on a daily basis. I want to take this knowledge to provide the best possible service to the residents of Sonoma County.

From your perspective, explain the purpose of LAFCO:

LAFCO serves as a board to look at changes to boundaries that could have further reaching implications than just the proposed change. Example, An increase in a water district boundary may bring water service to a new area that could in turn encourage growth of that area, which may or may not be wanted by the affected area.

Steven J. Klick, PG, MBA

9145 Windsor Road | Windsor, CA 95492 | (707) 478-1349 | sklick2010@gmail.com

EMPLOYMENT

Project Geologist | IT Director

July 2012 – Present

Brunsing Associates, Inc., Santa Rosa, CA

Project Geologist: Project Manager for numerous large and small scale engineering projects for both private and public agencies, provide technical expertise in environmental, hydrogeology and geological analysis. Public clients include the City of Santa Rosa, Sonoma County, Sonoma County Water Agency, The State of California, and the Golden Gate Bridge Highway and Transportation District. Provide business analysis of company financial data, budgets and contracts.

IT Director: Design, build and maintain entire IT infrastructure for the company including all workstations and servers. Design, program and implement internal database applications, network infrastructure. Analyze software solutions for business applications to improve company efficiency.

IT Director | Quality Control

July 2012 – Present

Signature Wine Lab, Santa Rosa, CA

IT Director: Implement and administrate Laboratory Information Management System (LIMS) which interprets data from analytical instruments. Built in-house database client relationship management (CRM) for marketing of the laboratory. Build and maintain company website including client login for access to results and invoices.

Quality Control: Built and maintain quality control program that includes quality control of analytical results, health and safety in a chemical laboratory, workload efficiency, streamline method development and validation, and that laboratory adheres to ISO 17025 certification.

Communications | Quality Control

September 2008 – March 2012

Vinnell, Brown and Root Spain and Agility First Support, Moron Air Base, Spain

Fire Communications Specialist: Assisted Fire Chief and Fire Inspector in maintaining quality control and training of NFPA standards for the Fire Department. Dispatched crews to both structural and aircraft emergencies. Conducted training of Computer Aided Dispatch (CAD) software for other Fire Department employees.

Quality Control: Ensure that VBR Spain met its contractual obligations to the US Air Force. Respond to any inspector complaints and design remedies for the complaints.

Owner

September 2004 – January 2008

Vinoteca Restaurant, Malaga, Spain

Owned and operated a wine and tapas bar. Aside from the business management aspects, I was a fill in Chef and the in-house Sommelier. Served as judge for internationally accredited Wine Competition, awarded the best tapa in Malaga in 2007.

Web Programmer

July 2003 – August 2004

Perfil Web Design, Malaga, Spain

Web design, programming and translation.

Grad School/Geology Lecturer

August 1999 – May 2002

California State University, Chico

Geology lab instructor for General and Physical Geology

EDUCATION

Master of Business Administration

University of Phoenix, Phoenix, AZ

2010

Bachelor of Science Geology

California State University, Chico

1998

CERTIFICATIONS

California Professional Geologist #9266

HAZWOPPER 40 hour, plus current 8-hour refresher

Numerous DOD certifications related to First Responders

LANGUAGES

Spanish, fluent in written, oral and business negotiation.

COMMUNITY SERVICE

Windsor Fire Protection District – Director since December 2015

The Rotary Club of Windsor – President Nominee 17/18 year, IT Chair

Engineers without Borders - Member

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

SPECIAL DISTRICT REPRESENTATIVE CLASS I APPLICATION FORM

This application has been designed to provide pertinent information about each candidate applying for the position of Class I Special District Representative to LAFCO. Please read the application carefully and type or print your responses. Feel welcome to attach additional sheets if necessary.

Note: Class I districts include fire protection, community services, and life support districts.

Date Application Submitted: November 18, 2015

Name: Greg Karraker

Address: 1200 East Railroad Avenue, Cotati, CA 94931

Home Phone: 415.260.9905 Cell: 415.260.9905 Work: 415.260.9905

Name of District You Represent: Rancho Adobe Fire Protection District

Date of Most Current Appointment or Election: 11/2014

Date Term Expires: 12/2018 Total Years with District: 1

Indicate Involvement in Other Agencies/Special Districts:

SCFDA – Helped draft letter to Sonoma County on behalf of SCFDA

Total Years Associated with Government/ Community Service: 7

List Community Service Activities including Names of Organizations and Dates of Service:

Rancho Adobe Fire Protection District -- 11/2014 – present

Penngrove Social Firemen – 2009 – present

Have you attended LAFCO meetings? If so, when?

No.

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Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I am interested in serving in LAFCO because I believe that in Sonoma County, public safety frequently takes a back seat to other county initiatives, including the promotion of transit-oriented-development, high-density urban infill, traffic calming, and the lack of a serious commitment to road repair and appropriate funding for fire districts.

A professional communicator by trade, I have the proven ability to influence the actions of local governments, by using the power of logic, the press, and the ballot box. As a representative to LAFCO, I believe I can be a consistent, determined voice for common sense, and advocate successfully for the policies, funding, and respect that Sonoma County's independent fire districts deserve. When annexations are proposed, I want to look at their impact on emergency services, emergency service funding, and the consequences that annexations have on the tax base.

From your perspective, explain the purpose of LAFCO:

The stated purpose of LAFCO is to regulate the boundaries of cities and special districts. According to the LAFCO website, its objectives are:

1. To encourage the orderly formation of local government agencies and promote the efficient provision of public services.
2. To preserve agricultural land and open-space resources.
3. To promote orderly growth and discourage urban sprawl.

I would like to add a fourth objective: To achieve goal #1 in a fair and open way that balances the needs of all the citizens of Sonoma County, not just the ones who believe the only answer to every problem is urban infill.

Greg Karraker
Director, Rancho Adobe Fire Protection District
SVP, Chief Marketing Officer, VisiQuate, Inc,
1200 East Railroad Avenue Cotati, CA 94931
415.260.9905 greg@karraker.com

Public Safety and Civic Experience:

2014 – Present: Director, Rancho Adobe Fire Protection District. I placed my name on the ballot at the suggestion of Chief Frank Treanor and Battalion Chief Steve Davidson. Worked with SCFDA President Ernie Loveless and others to draft a request to County Administrator Veronica Ferguson to grant districts funding that would compensate all districts for the ERAF shift and the added costs of dispatch. I serve on the Negotiations Committee, the Long Range Planning Committee, and the Chief's Evaluation Committee.

2014: Stop SMART Barriers. In late 2014, SMART began installing poorly marked concrete barriers at grade crossings in Sonoma County. I contacted SMART, who was not responsive. I then contacted Channel 7 news, who did a story on the subject with Chief Treanor and me. I also posted a website on the danger. In May 2015, I helped organize a Town Hall meeting where Penngrove residents voiced their concerns to SMART officials, and Supervisor Rabbitt. Shortly thereafter, SMART removed the dangerous barriers from Main Street Penngrove. They have promised further changes.

2012: Treasurer, Cotati Citizens for Measure U: In addition to raising funds and gaining community involvement, I created the website and other campaign materials for the ballot initiative that prevented Cotati from reducing Old Redwood Highway from five lanes to two, and further restricting traffic by installing two closely-spaced roundabouts. The combination of narrower streets and roundabouts could have negatively impacted RAFPD response times,

2010: Founder, Downtown Cotati Flagpole Fund. In early spring, I noticed that the flagpole at the heart of down Cotati was empty, and learned that it had been for over two years. When I asked the city council to repair it, they did nothing for three months. I then started a drive to raise the needed funds. After the Press Democrat ran a story on the subject, the City of Cotati finally restored the flag.

Professional Experience:

2014 – Present: Senior Vice President & Chief Marketing Officer, VisiQuate, Inc. I create the marketing strategy, oversee the media and production budgets, map all customer touchpoints, and supervise and write all internal and external communications, including website, product ads, data sheets, brochures, videos, and presentations for this \$14 million business software company based in Santa Rosa.

1997- 2014: Principal, Karraker, Strand & Partners, an advertising creative service. I worked directly for a number of national clients, including Abbott Diabetes Care, Avery Business Products, Kaiser Permanente, McKesson, Pasta Pomodoro, and Wind River Systems, writing websites, print ads, and broadcast advertising. I also worked for a number of San Francisco advertising agencies, on behalf of their clients: Countrywide Home Loans, Crystal Cruises, Deloitte Consulting, Intel, Microsoft, and many others.

1995 - 1996: Partner, Creative Director, CKS Partners. I joined this integrated marketing company to bring advertising experience to their product mix. In one year, I led creative presentations that gave CKS 12

separate account/project wins for a total of \$45 million in capitalized billing. Clients included Microsoft, Fujitsu PC, and Philips Velo. Work included advertising, branding, new media, and annual reports. 1989 - 1995: Senior Partner, Group Creative Director, JWT/SF. Group head for Sun Microsystems. Also worked on Sprint, Kaiser Permanente, Mexicana Airlines, and Black Angus restaurants. In May 1992, I led the presentation for the California Lottery, and supervised this \$30 million account.

1987 - 1989: Greg Karraker Creative Services, SF.

1983 - 1986: Senior Vice President, Group Creative Director, DMB&B, SF.

1981 - 1983: Vice President, Associate Creative Director, Saatchi & Saatchi, SF.

1980 - 1981: Writer, Chiat/Day, SF.

1976 - 1980: Writer, Dailey & Associates, SF.

1974 - 1976: Writer, Wilton, Coombs & Colnett, SF.

1972 - 1974: Writer, Meltzer, Aron & Lemen, SF.

1970 - 1972: Writer, Vladimir & Evans, Miami.

1967 - 1970: Writer, Griswold-Eshleman, NY.

Personal:

I've been married for 35 years, and live just outside the city limits of Cotati, where my wife and I built an Arabian horse farm from bare dirt in 2000. She is the horse person; I design the outbuildings and manage the website: www.destinyarabians.net We are both members of Penngrove Social Firemen and the NRA. I am extremely interested and involved with local politics, because I believe that is where most citizens can actually influence the outcome of important issues. I am also a student pilot who first soloed a few years ago, and plan to begin the cross-country navigation training necessary to earn a pilot's license.

Education:

B.A. English, Journalism, Penn State, 1966. M.F.A. English, San Francisco State, 1974.

References: Available on request.

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Note: Class I districts include fire protection, community services, and life support districts.

Date Application Submitted: November 4, 2015_____

Name: Ernie Loveless_____

Address: P.O. Box 606 Vineburg, Ca. 95487_____

Home Phone: 707-935-6964_____ Cell: 707-338-7511_____ Work: N/A_____

Name of District You Represent: Schell-Vista Fire Protection District_____

Date of Most Current Appointment or Election: Nov. 2015_____

Date Term Expires: Jan. 2019_____ Total Years with District: 4_____

Indicate Involvement in Other Agencies/Special Districts:

Sonoma County Grand Jury -2 years_____ CASA Volunteer – 2 years_____

Sonoma County Fire Districts Association - President_____ Sonoma County Foster Parent 15 years_____

Total Years Associated with Government/ Community Service: 45 years_____

List Community Service Activities including Names of Organizations and Dates of Service:

Sonoma County Foster Parents Association – 1997 to present_____

Sonoma Valley Mentoring Alliance – Sept 2010 to 2012_____

Have you attended LAFCO meetings? If so, when?

Napa County LAFCO – 2005 to 2010 and Sonoma County LAFC Sept. 2015_____

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Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I have served as a public servant working for and with the state and local governments for over 40 years. I retired five years ago from Cal Fire as a Unit Chief and I want to give back to the community that I live in. I have always had a great interest in local government and the role it plays in our lives.

Serving on Sonoma Local Agency Formation Commission and to be a part of the process of regulating land use in Sonoma County would be a great honor for me.

My experience in local government as a retired Fire Chief, knowledge of Special Districts rules and regulations as an elected Board member and my familiarization of county government from the times I have spent on the Grand Jury and local community groups make me well qualified to hold a position on the Sonoma County LAFCO as a representative.

From your perspective, explain the purpose of LAFCO:

*To provide oversight and to regulate cities and Special Districts boundaries.

*Regulate the orderly formation and expansion of local government agencies and

*Preserve agricultural lands and open space.

Ernie Loveless

P.O. Box 606 Vineburg, Ca. 95487

Home phone (707) 935-6964

Cell Phone (707) 338-7511

Personal Statement

I am 63 years old and retired after a forty year career in the fire service working for Cal Fire. I worked in numerous positions as I promoted up through the ranks from seasonal Firefighter to retire as the Unit Chief of the Sonoma-Lake-Napa Unit. My time since my retirement has been dedicated to family. I am married with 4 grown children and 7 grandchildren. My hobbies and interest include golfing, fishing and traveling as well as volunteering in a number of local community groups as listed below.

Work Experience

California Dept. of Forestry and Fire Protection – Cal Fire June 15, 1970 to June 14, 2010
1199 Big Tree Rd. St. Helena, Ca. 94574

(707) 967-1400

Fire Fighter- San Luis Obispo County, Fireman-San Mateo County, Fire Apparatus Engineer- Shasta County, Fire Captain- Tehama County, Battalion Chief Napa County, Division Chief- Solano County, Staff Chief, Northern Region and finally to Unit Chief for the Sonoma-Lake-Napa Unit for the last five years. Retiring on June 14, 2010.

Volunteer Work

Schell-Vista Fire Protection District Board Chair July 2012 – Present

Sonoma County Grand Jury, July 2011-July 2012

Sonoma County Grand Jury Foreperson, July 2012- July 2013

Sonoma Valley Mentoring Alliance, Sept. 2010 – June 2011

Sonoma County CASA Volunteer, Sept. 2013 – Present

Redwood Empire Foster Parents Association, January 2011 - Present

Education

Coleville High School – Graduated June 1970

Shasta Junior College – AA degree in Administration of Justice, June 1983

CDF P.O.S. T. Academy May 1981

References.

Ray Mulas (707) 695-8931

Brian Elliott (707) 480-1239

Gary Matto (707) 287-5482

Norm Cram (707) 939-1425

SONOMA LOCAL AGENCY FORMATION COMMISSION

BALLOT

Special District Representative Class I Term of Office Ending May 2020

1. Vote for only one candidate for Special District Representative.
2. The presiding officer or his/her designated alternate, acting on behalf of the district, must cast the district's vote by marking the space to the right of a candidate's name and then complete, sign, and date the certification. Ballot space has also been provided for write-in candidates.
3. Place the marked ballot sheet and certification into the envelope provided and mail to Sonoma LAFCO, 575 Administration Drive, Room 104A, Santa Rosa, CA 95403. Ballot sheet and certification may be emailed to Cynthia.Olson@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter.
5. **Submit ballot and certification by February 1, 2016**

VOTE

Al Giordano, Cloverdale Fire Protection District

Steven Klick, Windsor Protection District

Greg Karraker, Rancho Adobe Fire Protection District

Ernie Loveless, Schell-Vista Fire Protection District

Write-in Candidate

CERTIFICATION

I certify, under penalty of perjury, that I, _____
(Print Name of Presiding Officer or Alternate)

I am the Presiding Officer of _____,
(Print Name of Special District)

or his/her designated alternate, and I am authorized by my district to cast the district's vote for Special District Representative to the Local Agency Formation Commission in this election.

(Date)

(Signature)